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| DECORATING AND REMODELING | | | | NO. 625 | |
| POLICY:  The procedure outlined below will be followed for requests for decorating and remodeling.  PROCEDURE:  1. Requests for decorating and remodeling will be submitted by the Department Head to the Administrator.  2. A sketch and projected cost data will be forwarded to the Administrator for approval with a justification prepared by the Department Head.  3. Upon approval or disapproval by the Administrator, the following will occur:  3.1 Notification of the Maintenance Director who will schedule appropriate personnel to complete the work.  3.2 Requests for decorating or remodeling that are not approved will be returned to the Department Head with a brief explanation stating the reason for the disapproval. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:  1 of 1 |